

Steps to Requesting Tuition Assistance

1. Meet the eligibility guidelines for tuition assistance.
2. Discuss your educational goals with your supervisor.
3. Include the educational goals on the Employee Career Development Plan.
4. Confirm with the HRD Program Administrator that your degree and university of choice is approvable.
5. Contact the approved university to complete the necessary paperwork for registration.
6. Complete the agency tuition assistance form and submit the completed form to the HRD Program Administrative no later than 30 days prior to the beginning of the classes. **
7. Maintain your classes and grades as outlined in the Tuition Assistance Policy. **
8. At the end of each semester submit a course evaluation for each class taken along with a copy of semester grades. **

** The tuition assistance form, submission of grades and evaluations must be completed each semester